



Department:	Development Services
Bargaining Unit:	Mid-Management
Salary Range:	M-55
Last Revision:	June 2019

SENIOR PLANNER

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing planning services and activities; to perform advanced professional level planning within the Development Services Department (Planning Division) including current planning, advanced planning, long-range planning, environmental review, Successor Agency related matters, Housing, in particular affordable housing and zoning enforcement; to provide information and assistance to developers and the public on planning matters; and to provide responsible staff assistance to the Planning Manager.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff, including but not limited to Planners and the Housing Coordinator.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in the development and administration of the Planning Division work plan, budget, goals, objectives, policies, and procedures.

Lead, plan, and review the work of staff responsible for providing municipal planning services relating to current planning, advanced planning, environmental review, and zoning enforcement.

Provide technical assistance and training to assigned employees including in the areas of work methods, techniques, and procedures.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Serve as deputy secretary in absence of the Planning Manager to the City Planning Commission; assist the Planning Manager in the preparation of meeting agendas and minutes.

Research, analyze, and interpret social economic, population, and land use data and trends; prepare written reports of various planning matters and elements to the General Plan.

Prepare initial studies, define the scope of work and review environmental impact reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate consultant work in the preparation of the City's General Plan, Environmental Impact Reports, and other planning studies.

Research and prepare recommendations on special studies as directed by the Planning Manager, Development Services Director or City Manager; prepare related planning reports.

Confer with engineers, developers, architects, outside agencies, and the general public in acquiring information and coordination planning and zoning matters.

Provide planning information to the public; attend and participate in professional groups and committees; coordinate planning activities with other City departments.

Review development proposals and applications for compliance with appropriate regulations and policies; assist and/or supervise less experienced staff in review of development proposals and applications.

Assist less experienced staff in investigating complaints of zoning violations; recommend corrective action as necessary to resolve complaints.

Prepare staff reports for the City Manager, City Attorney, Development Services Director, Development Review Committee, Planning Commission, and City Council.

Research and prepare specific ordinances and ordinance revisions.

Monitor, review, and analyze State regulations for potential impact of the City's planning activities and other City activities; recommend appropriate courses of action.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Serve as the Planning Manager upon the request or absence of the Planning Manager.

Prepares staff analyses and reports for the City Council, Successor agency, Oversight Board and Planning Commission relative to areas of program responsibilities; attends meeting of public bodies, explain staff analyses, and responds to questions from elected or appointed officials.

Oversees the preparation and submittal of Recognized Obligation Schedules and administrative cost allowances of the Successor Agency to the Redevelopment Agency of the City of Hollister.

Supervises the Housing Program Coordinator and the management of Housing Assets of the Housing Successor and the Low Moderate Housing Asset Income Fund.

Monitors loan agreements between the Redevelopment Agency of the City of Hollister and private parties for economic development purposes.

Oversees the winding down of the Redevelopment Agency.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a municipal planning program.

Principles of lead supervision and training.

Advanced principles and practices of urban planning and development.

Basic principles and practices of municipal planning program development and administration.

Principles of economics and statistics.

Experience working with affordable housing matters.

Recent developments, current literature, sources of information, and research techniques related to urban planning and development.

Organizational practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Experience working with the Dissolution Act or demonstrated ability to acquire knowledge of a new law, interpret the law and administer the law.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Use of common office software including Microsoft Office and ESRI Mapping software.

Operate a motor vehicle safely.

Ability to:

Learn principles of budget preparation and personnel management.

Assist the Planning Manager in Department administration including personnel issues, budget, and work programs.

Plan, organize, and review the work of planning and housing staff in the area of work assigned.

Provide lead supervision and training to assigned staff.

Independently perform the most difficult planning work in the area of work assigned.

Interpret, apply, and explain the policies, procedures, laws, and regulations pertaining to assigned programs and functions to the general public and development community.

Analyze and complete technical and statistical information and prepare detailed technical reports and recommendations.

Manage project development and implementation.

Identify and respond to community, Planning Manager, Planning Commission, and City Council issues, concerns and needs.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Manage complex near-term and long-term land use planning projects consistent with the City's objectives for timeliness and quality.

Exercises sound independent judgment within general policy guidelines.

Represent the City effectively in meetings with other boards in addition to local business groups and tourism related organizations.

Perform the essential functions of the position.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Four (4) years of responsible municipal planning experience including some supervisory experience. Experience in municipal land use planning is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban and or regional planning, geography, architecture, public administration or a related field. A Master's degree is desirable.

License or Certificate:

Possession of a valid California Class C driver's license in compliance with adopted City driving standards. Possession of, or ability to obtain, an appropriate, valid drivers license.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and locations.

Effective Date: June, 2019